

# DeKalb County Quilters' Guild Check Approval Request Form

## Instructions

- Please print legibly.
  - Only one (1) check per form
  - Payment will be made from forms with original authorized signatures only
- Please attach original receipts or invoices (no copies)
  - Invoices must include dates of service
  - Incomplete forms will be returned to the submitter
  - Check requests are processed in 7-10 business days

**Amount Requested \$** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Description** (Event Name & Purpose of Expenditure) \_\_\_\_\_

### SECTION 1. Payment Type (Check One)

- Payment to Vendor [Attach receipts, invoices, or contracts **originals only**]
- Reimbursement [All original receipts, invoices, and unused cash **MUST** be submitted within 5 days]
- Cash Advance

Check should be:             pick-up at monthly Guild meeting             Mail to Payee

Check should be mailed:     With attached documents, please specify: \_\_\_\_\_

### SECTION 2. Check payable to (Company or Person's name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### SECTION 3. Person Requesting the Check or approval

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization / Name: \_\_\_\_\_

### Officer Approval

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

*(Only the Organization President/Treasurer / Assistant Treasurer are authorized to sign check Approval request forms)*

**\*\*OFFICERS MAY NOT APPROVE THEIR OWN REIMBURSEMENT REQUESTS\*\***

*Guild Treasurers Accounting Office use only below this line*

Date Issued:	Check #:	Amount: \$	Date entered:	Initials:
<b>Funding Source</b>	<input type="checkbox"/> <b>Organization Account</b> Account Balance Before This Transaction: \$ _____			
	<input type="checkbox"/> <b>Budget Expense Account #</b> _____			
<b>Approval Name</b> _____			<b>Date</b> _____	
<b>Treasurer's Signature:</b> _____			<b>Date</b> _____	

## Check Request Procedures

- A **Check Request Form** must be completed when submitting an invoice for Guild-related purchases or services. All authorizing or all approval signatures are required before submitting the Check Request form to the Treasurer.
- Use a **Check Request Form** all for Guild expense reimbursements, Guild travel advances or reimbursements, and any items which do not have an invoice must have an approval from the president.
- If a copy of the invoice needs to be sent with the check, please include an extra copy.

If you have several invoices for one vendor, staple each invoice with whatever attachments you have. The total page should be on top if you have a multiple page invoice. These invoices can then be clipped or banded together.

- When requesting a check via a **Check Request Form**, please supply complete information. Use the payee's full name (*i.e. Susan Rollins, not just Sue Rollins*).
- **If the Check Request form** is being emailed, please attach this form with supporting documents.
- **Guild Advances** need to be accounted for within 60 days of the Guild's event. This is an IRS requirement. This means receipts and/or cash totaling the amount of the advance need to be submitted to the treasurer.
- **Checks are issued before the Guild meeting.** Held on the fourth Thursday of the month. If checks are not picked up, they are mailed to the address on the approval request form.
- All Invoices and check requests should be **emailed or received by mail:** by 6:30 p.m. on the 3<sup>rd</sup> Thursday of the month to be paid on the 4<sup>th</sup> Thursday of the month.